

## HAMILTON COUNTY AIRPORT AUTHORITY

MAY 1, 2008

The Hamilton County Airport Authority met on Thursday, May 1, 2008 in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. A quorum was present of Allyn Beaver, Tom Kapostasy, Don Silvey, Ted Moran and Tim Tolson.

### **Work Session [5:30 p.m.]**

#### **Terminal Area Development**

Chris Snyder reviewed the proposed Terminal Area Development Plan for Indianapolis Executive Airport's Master Plan (Exhibit A).

The Guiding Principles for the development of the airport are:

1. Safety and security is the first priority, followed by meeting customer needs and promoting regional economic development.
2. Focus on the needs of corporate/business users and general aviation.
3. Preserve investments in existing facilities.
4. Preserve properties contiguous with taxiways and aircraft aprons for aviation purposes with airside needs.
5. Plan landside development in an efficient, flexible and cost-effective manner.
6. Co-locate like users/services.
7. Protect utility corridors and future utility capacity needs.
8. Utilize emerging technology to increase all-weather utility of the airport.
9. Comply with all FAA regulations and design standards.
10. Embrace environmental stewardship in all development.
11. Promote compatible land use surrounding the airport.

The Facilities/Development **Not** to be considered:

- Part 139 (Commercial Traffic) Facilities/Terminal Structures
- Terminal Area Development East of Runway 18-36 and South of Preferred Crosswind Runway 7-25

Existing Facilities **Not** Impacted by Guiding Principles and FAA Requirements:

- Terminal Building
- Airport Entrance
- Corporate Hangars
- Auto Parking Areas
- Aircraft Parking Ramps

Existing Facilities Impacted by Guiding Principles and FAA Requirements

- T-Hangars (East of Airport entrance)
- Maintenance/Equipment Storage Facilities
- Fueling Facilities
- Taxiway Pavement (within Runway 18 RPZ)

Moran stated eventually Hamilton County will have to have its own airport manager and staff located at the airport and he recommended an area off of 1200 East be identified for future building that would house a terminal and air traffic control tower. Snyder stated he would identify the location of the tower first;

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regarding a terminal building; it would depend on the specific use of the building. If the intent is to do similar activity as the prime location then you can't combine the building. You could put an administration building with the tower but it should stay as close as possible to the facility it is servicing. Howard suggested protecting land for this purpose. Silvey stated the FAA has told us we could identify several possible locations for the tower.

### **Public Session [6:40]**

President Silvey called the public session to order and Secretary Rauch called Roll and declared a quorum present.

### **Approval of Minutes**

Kapostasy motioned to approve the minutes of April 10, 2008. Tolson seconded. Motion carried unanimously (5-0).

### **President's Report**

#### Northside Trailer Sales

Silvey attended the Boone County Drainage Board hearing for Northside Trailer Sales. Hamilton County requested in our agreement with Northside Trailer Sales that if there is any blockage that would create a pond or slow down water flow, Northside Trailer Sales would be responsible for clearing the blockage and not have to wait for Boone County to clear it. Boone County stated it is a county legal drain and permission would have to be obtained before the blockage could be cleared. Silvey asked for permission in advance to clear any blockage; he was told it would take a single phone call to receive the permission. Boone County did approve the change to open the drain.

Howard stated Ms. Lancaster's attorney forwarded their form of the easement and after modifications it conforms to our agreement. They were sure they needed the easement for the closing. The agreement is subject to FAA approval and that has not been received to date so Howard did not forward the easement to the attorney and will not forward it until the FAA gives written approval. Silvey stated they were telling Boone County that the reason they were going to an open ditch was because the airport wanted the dirt, this is not the case. This was a side benefit and not the primary purpose. Snyder stated without FAA approval Hamilton County would be liable to fix the solution at their cost.

### **Committee Reports**

#### **Community and Public Relations**

##### Destination Hamilton County Grant

Warren White, Willow Marketing, stated the script is complete for the phone survey and they have done some testing. They have received a list of 13,000 tail numbers with no phone numbers; we expected a list with 5,000 names. They have found the phone numbers and expect the list to be returned with phone

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numbers next week. The phone banks will begin next week with an anticipated completion date of May 21, 2008. The report to the Hamilton County Convention and Visitors Bureau will be completed by July 1, 2008. White stated Willow will provide a separate invoice for the grant money.

Tolson stated Montgomery Aviation is passing out the Hamilton County Visitor and Convention Bureau pamphlets to airport visitors requesting information on Hamilton County.

### Site Development and Operations

Moran stated he would like to hear Montgomery's race day plans for parking airplanes. D. Montgomery stated they will be parking the big jets on the south ramp; small planes will park on the old ramp area by the old T-hangars. There is plenty of room to park planes.

### **Indianapolis Executive Airport**

#### Race Traffic

Andrea Montgomery stated the Customer Service Representative (CSR) have put together an action plan for the race traffic. Multiple rental cars have been reserved. Hotel reservations are very tight but arrangements have been made. There will be a race car in the lobby.

#### In State Marketing

Willow Marketing has created a template to be sent throughout the State that will cover activities at the airport.

#### Jackson Center Fundraiser

The May 3<sup>rd</sup> fundraiser for the Jackson Center has received a good response, with 400 visitors expected. 20 children from the Jackson Center will be attending.

#### First Quarter Report

Fuel sales are down the first quarter. Forecasted income was \$38,950, collected income for the period was \$31,635. Fuel fees were forecasted at \$24,377 and actual fuel fees were \$20,068. Kapostasy asked A. Montgomery to bring a proposal to the next meeting identifying items in the maintenance and repair area that could be paid out the airport's county general budget. We will need to make a decision by the next meeting if we should identify \$20,000 or \$30,000 to handle those expenses so the operating budget will break even.

A. Montgomery stated expenses were forecast at \$32,229 and \$25,074 was spent. The \$10,000 first quarter payment to the county was paid. The third and fourth quarter payments may be held until they evaluate where they are financially. There is a \$28,000 cash balance in the bank.

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Liability Insurance Application

A. Montgomery requested the President's signature on the application for a quote for liability insurance coverage. The Board concurred with Silvey's signature.

Indiana Downs Syndrome Fly-in

June 14, 2008 is the Fly-in fundraiser for Indiana Downs Syndrome. They are anticipating over 1,200 visitors to the airport that day.

Hamilton County Convention and Visitors Bureau Grant #1

A. Montgomery has made some changes to the IEA Brochure and will use the \$1,970 balance from the HCCVB Grant #1 to pay for the brochures.

Weather Satellite

Dan Montgomery stated the weather satellite is up and running. The only problem is that Lockheed Martin can not receive the data; they are working on correcting the problem. We are still paying for the service. Silvey asked if this is interrupting the traffic? Montgomery stated no.

Trailer

D. Montgomery stated the old trailer is falling apart and he requested permission to dispose of the trailer. Mike Howard asked if Montgomery estimates the net value of the trailer is less than \$500? Montgomery stated yes. Howard stated the Board has the authority, under Indiana law, to declare the trailer excess property with less than \$500 value and authorize its disposal in anyway Dan wants to do it; that would allow Dan to sell it for scrap and put the proceeds in the checking account. Moran so moved. Tolson seconded. Motion carried unanimously (5-0).

**Woolpert Engineering Report**

Terminal Area Development Plan

Silvey stated during the work session the Board reviewed the proposed Terminal Area Development Plan. Kapostasy motioned to approve the recommended option #3 with the modification to add another air traffic control tower location and plot some future expansion area along 1200 East. Moran seconded. Motion carried unanimously (5-0).

Chris Snyder requested permission to prepare the alternative exhibits for the public meeting. Snyder stated they would like to hold the meeting in July. Kapostasy asked if the Advisory Committee should meet before the public meeting? Snyder stated yes. Tentative schedule:

Advisory Committee - July 9 or 10, 2008 at 8:00 a.m.

July Airport Authority Board Meeting – July 17, 2008 at 6:30 p.m.

Public meeting - July 31, 2008 from 5:30-8:30 p.m.

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Silvey asked that the advisory committee meeting be held at the airport. Rauch asked if Woolpert takes care of the public meeting notice? Snyder stated he will check with Areofinity.

### Master Plan Invoice

Snyder requested approval of an invoice payable to Woolpert in the amount of \$4,247.50 for the Airport Master Plan. Tolson motioned to approve. A. Beaver seconded. Motion carried unanimously (5-0).

### Parallel Taxiway

ASMI has tentatively scheduled shutting the Glideslope down the last week of May, after the race. Michiana has to do some preliminary work before ASMI can come in. The date is tentative.

Runway Pavement Markings are expected to begin the week of June 2. The reflectors will be put in the week of May 12.

The Ground Check is anticipated the week of June 9 or 16 with the Flight Check anticipated in July.

### General Services Invoices

Snyder requested approval of General Services invoices in the amount of \$1,897.50 and \$1,640.00. Howard requested Snyder tell Adam DeHart that Woolpert is done doing work for Northside Trailer Sales. Kapostasy motioned to approve. A. Beaver seconded. Motion carried unanimously (5-0).

Howard recommended holding sending the Stormwater package to IDEM until Northside Trailer has completed the drain. Howard would like someone to inspect the work.

## **Legal Counsel**

### Montgomery's Operation Agreement

Howard stated at the last meeting we discussed the amendment to Montgomery's Operation Agreement; it has been sent to Dan's attorney for review and he will bring it to the next meeting for the Board's signature.

Silvey stated part of the adjustment to Dan's contract is increasing his guaranteed base and reducing the county's quarterly payment to \$5,000 per quarter, but it is not guaranteed to us. With the shut down of the Glideslope there is a concern on the income for this year. Silvey stated it will be reviewed and next month he may be asking for the Board's concurrence that Montgomery does not make the second quarter payment to the county to keep the money in the operating fund for the airport.

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**Next Meeting:** June 5, 2008 at 6:30 p.m.

Tolson motioned to adjourn. A. Beaver seconded. Motion carried unanimously (5-0).

**Present**

Allyn Beaver, Board Member  
Tom Kapostasy, Vice President  
Ted Moran, Board Member  
Don Silvey, President  
Tim Tolson, Board Member  
Mike Howard, Attorney  
Andrea Montgomery, Montgomery Aviation  
Dan Montgomery, Montgomery Aviation  
Carl Winkler, Montgomery Aviation  
Kim Rauch, Secretary  
Evan Kellum  
Warren White, Willow Marketing  
Tania Lopez, Indianapolis Star

**Approved**

\_\_\_\_\_  
Don Silvey, President

Date: \_\_\_\_\_

**Attest**

\_\_\_\_\_  
Kim Rauch, Secretary

Date: \_\_\_\_\_